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30 January 1956  
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REGULATION  
NO.  

PERSONNEL

25X1A

PROMOTION

Rescission: CIA Regulation  , dated 30 April 1954

*Discussed at 18th CIA  
Career Council Meeting  
7 Dec. '56. Suggested  
revisions considered at  
28th Meeting 7 June '56.  
Page*

CONTENTS

GENERAL.....	
POLICY.....	
DEFINITION.....	
RESPONSIBILITIES.....	
AGENCY LENGTH OF SERVICE REQUIREMENTS.....	
PROCEDURES.....	
EXCEPTIONS.....	

1. GENERAL

This regulation states policy and procedures applicable to the promotion of employees (staff employees and staff agents) up to and including grade GS-15. It does not apply to promotions involving grades GS-16, 17, and 18, or to the promotion of employees compensated in accordance with Wage Board, or Negotiated Wage Schedules.

2. POLICY

The promotion of Agency employees will be based on a competitive evaluation of their accomplishments, qualifications and demonstrated abilities in relation to Agency needs. Every effort will be made to fill newly created or vacant positions by the promotion or reassignment of qualified Agency employees before external recruitment is undertaken.

- a. Employees who have completed the minimum Agency requirements specified herein, will enter the zone of consideration for promotion and be considered for promotion at least once each year thereafter.

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25X1A

R

PERSONNEL

REGULATION  
NO.

b. Normally, an employee's grade will correspond to the grade authorized for the position to which assigned. However, when the Head of a Career Service has selected an employee for promotion on a competitive basis and it is in the best interests of the Agency not to reassign him at that time to a position which will accommodate his promotion, he may be promoted in his current position above the grade of that position subject to the controls prescribed by this regulation. If an employee is in a position of a grade lower than his current grade, he must be reassigned to a position appropriate to accommodate a proposed promotion action.

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c. Promotions will be limited to one grade except where promotions of two grades within the grade range GS-5 through GS-11 have been specifically recommended by the Head of the Career Service concerned.

### 3. CAREER SERVICE GRADE AUTHORIZATION (CSGA)

The Career Service Grade Authorization (CSGA) is a tabulation by grade of all authorized General Schedule positions which have been identified with each Career Service in accordance with R  The CSGA represents the basis for 25X1A planning and controlling the grade level distribution of the members of each Career Service and provides a guide for maintaining personnel assets in balance with personnel requirements. The grade distribution of all members of each Career Service together with the assimilated GS ranks of those military personnel who are assigned to General Schedule positions designated to the Career Service, may equal but not exceed the Career Service Grade Authorization.

*Does this mean that the supervisor is not required to sponsor or co-sponsor in such a promotion? Supervisor's Concernance should be required*

25X1A

REGULATION  
NO. 25X1A  
R 

PERSONNEL

## 4. RESPONSIBILITIES

## a. SUPERVISORS

Supervisors at all levels are responsible for evaluating the performance of employees under their jurisdiction and for making recommendations to the heads of appropriate Career Services, through normal command channels, concerning the promotion of such employees, according to the provisions of this regulation. *But Head of ES doesn't have to wait for it from the field?*

## b. HEADS OF CAREER SERVICES

(1) Heads of Career Services are responsible for the consideration of all personnel in their Career Services for promotions on a competitive basis and for requesting the Director of Personnel to effect promotions.

The fact that promotion actions are recommended constitutes a certification by the head of the Career Service that the individuals have been found through competitive evaluations to be the best qualified of those within the zone of consideration. Competitive evaluations will be based on comparison of the qualifications of each employee within the zone of consideration against all others in his grade with due consideration given to such factors as:

- (a) Experience
- (b) Skills and abilities
- (c) Performance and other elements as reflected in his Fitness Report
- (d) Training
- (e) Education
- (f) Length of service

*What  
mechanism  
to attain  
Supervisor's  
concernance?  
under this  
action?*

25X1A

REGULATION  
NO.

R

PERSONNEL

(g) Career Staff membership

(h) Any other factors which might be pertinent to the individual's future relationship with the Agency.

- (2) Heads of Career Services will ensure that the grade distributions of employees in their Career Services and military personnel assigned to positions designated to their Career Service does not exceed the Career Service Grade Authorization for their service.

c. DIRECTOR OF PERSONNEL

The Director of Personnel is responsible for:

- (1) Ensuring compliance with the regulation by continuous evaluation of the Agency's promotion program.
- (2) Assisting officials at all levels in carrying out their responsibilities in accordance with this regulation.
- (3) Reviewing all promotion requests and finally approving those promotion actions which conform to the provisions of this regulation.
- (4) Assisting Operating Officials and Heads of Career Services in the reassignment to appropriate positions and at appropriate times of personnel who have been promoted under this regulation to a grade higher than the grade of the position they hold.
- (5) Periodically determining and issuing a tabulation of the status of Career Service Grade Authorizations.
- (6) Recording and disseminating the qualification requirements of all Agency positions to be used as a basis for reviewing promotion requests.

ILLEGIB

4

25X1A

REGULATION

NO.   
PERSONNEL

## 5. AGENCY LENGTH OF SERVICE REQUIREMENTS

An employee will enter the zone of consideration for promotion when he has served in his current grade for the appropriate period as indicated below:

<u>Current Grade</u>	<u>Months of CIA Experience</u>
GS-1 through 6	6
GS-7 through 11	12
GS-12 and 13	18
GS-14	24

## 6. AGENCY QUALIFICATION REQUIREMENTS

An employee must be qualified to perform the duties of a higher <sup>grade?</sup> (graded position) to which his promotion is recommended. If an employee is being promoted and retained for the time being, in the best interests of the Agency, in a lower graded position, he must be qualified to perform work in the occupational category and grade level to which he is promoted. When an employee is being considered for promotion to a position for which qualification requirements are prescribed in Handbook , these requirements will be used as the basis for evaluating his qualifications.

## 7. PROCEDURES

Requests for promotion will be submitted to the Director of Personnel on Standard Form 52, Request for Personnel Action, in accordance with the instructions in Handbook No.

## 8. EXCEPTIONS

- a. Recommendations for promotions which involve exceptions to the policies, requirements, or procedures in this regulation will be forwarded to the

25X1A

R 

25X1A

REGULATION

NO 

PERSONNEL

Director of Personnel by the Head of the Career Service concerned in a memorandum of justification attached to Standard Form 52, Request for Personnel Action. The Director of Personnel will finally approve or disapprove recommendations for exceptions, subject to review only by the Director of Central Intelligence. Exceptions will be made only when it is clearly established that the promotion is warranted on the basis of circumstances such as:

- (1) An employee was initially employed at a grade below that for which he was qualified; or
- (2) An individual is qualified for promotion based partly on his experience prior to his entry on duty; or
- (3) Such exception is necessary to recognize and utilize an employee's outstanding ability.

- b. Exception to the policies of requirements or procedures of this regulation will not be approved, on any basis, when such exception would cause the Career Service Grade Authorization (CSGA) to be exceeded.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Support)

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